

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION San Francisco, CA		2. POSITION NUMBER 000 38298	
ASSIGNMENT ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer	GS	0819	13	
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Lee, Bessie			
7. ORGANIZATION (Give complete organizational breakdown)		e. Drinking Water Management Section			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 9		g.			
c. Water Division		h. Employing Office Location San Francisco, California			
d. Tribal and State Assistance Branch		i. Organization Code <i>YABA0000</i>			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.					
<input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.					
<input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).					
<input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.					
Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.					
<input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Corine Li, Chief, Drinking Water Management Section			d. Typed Name and Title of Second-Level Supervisor Michael M. Montgomery, Assistant Director, T&SA Branch		
b. Signature 		c. Date <i>31 July 2014</i>		e. Signature 	
				f. Date <i>7/31/2014</i>	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation This position	
<input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
				e. FLSA Determination	
				<input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Executive	
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)			
				j. Date	
REMARKS					
Due to reorganization previously Classified New Coversheet Only					

Interdisciplinary Position

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION San Francisco, California		2. POSITION NUMBER 00038298	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Clarify This Position <i>JFS for Professional Work in the Engineering and Architecture Group, 0800, 11/08</i> <i>GS-819, 4/78; Job Family Std for Prof. Physical Science Work, GS-1300, 10/97</i>					
b. Title		c. Service	d. Series	e. Grade	f. CLC
Official Allocation Environmental Engineer/ Environmental Scientist		GS	819/1301	13	001
4. SUPERVISOR'S RECOMMENDATION Environmental Engineer/Environmental Scientist		GS	819/1301	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE <i>Bessie Lee</i>		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. Region 9			f.		
c. Water Division			g.		
d. Drinking Water Office			h. EPAYS Organization Code 90920600		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such status or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Corine Li, Manager, Drinking Water Office			d. Typed Name and Title of Second-Level Supervisor Alexis Strauss, Director, Water Division		
b. Signature <i>Corine Li</i>		c. Date 5-10-2004	e. Signature <i>Corine Li</i>		f. Date 5/10/04
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code 42		d. Bargaining Unit Code 0016		e. Check, if applicable: <input checked="" type="checkbox"/> Medical Monitoring Required ~25 <input checked="" type="checkbox"/> Extramural Resources Management Duties (% of time) <input type="checkbox"/> This position is subject to random drug testing ()	
f. Signature <i>Corine Li</i>		g. Date 5/13/04		h. REMARKS (none)	

POSITION DESCRIPTION

Interdisciplinary Position

Environmental Engineer/Scientist, GS-0819/1301-13
Organizational Location: USEPA Region 9, Drinking Water Office
Organization Code: 90920600, Mail Code: WTR-6

INTRODUCTION: The Public Water System Supervision (PWSS) program, authorized by the Safe Drinking Water Act, was created to ensure safe drinking water for human consumption. The PWSS program regulates the quality of drinking water and the reliability of delivery systems. U.S. EPA Region 9, directly implements a PWSS program for all tribally-owned and operated public water systems. The incumbent, as Tribal PWSS Engineer/Scientist, has direct responsibility for tribal public water systems. This oversight responsibility involves working with tribal utilities, Department of Public Works, water resource agencies and individual owners and operators of water systems.

I. MAJOR DUTIES AND RESPONSIBILITIES:

1. Core Duty Statements

Environmental Protection/Oversight. Provides advice and assistance to state and local governments on matters relating to the development, execution and monitoring of adequate environmental protection plans and programs, and the development and review of related grant proposals. Reviews, analyzes and recommends modifications of plans developed by states to implement various provisions of federal environmental standards; develops and analyzes data and prepares reports relating to the responsiveness of implementation plans for state environmental protection programs, the type and level of local and regional environmental planning and similar activities. Reviews, analyzes and coordinates preparation of comments on environmental impact statements, develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impact on air, water and/or land resources, and conducts studies to identify environmental problems.

Program Management. Plans and manages various organizational programs. Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a technical authority in providing expert advice and assistance to state, local and/or tribal governments on matters relating to the development, execution and monitoring of the most complex and politically sensitive environmental protection policies, plans, and programs. Develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impacts. Responds to inquiries from the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

Outreach/Representational Duties. Identifies communication needs and develops informational materials that inform appropriate organizations of the agency's policies, programs, services and activities. Plans, coordinates and evaluates the effectiveness of both information and communication programs in furthering agency goals; advises agency management on policy formulation and the potential public reaction to proposed policies; and/or serves as an agency liaison or focal point with various governmental entities or local and private organizations. Exercises management responsibilities for grant, cooperative agreement, and/or interagency agreement activities related to the initiation, administration, and/or close-out of grants, cooperative agreements, and/or interagency agreements (IAGs), including responsibility for monitoring performance. Participates in national workgroups involved in the development of agency-wide grants program policy to resolve national program problems.

Enforcement and Compliance. Performs work as a technical specialist conducting inspections, investigating cases of violation, and/or preparing enforcement actions. As a technical authority, investigates the most complex cases of violation and prepares enforcement actions, evaluating information gathered as a basis for determining appropriate regulatory action. Serves as a resource in the development and prosecution of enforcement cases. Provides expertise in reviewing reports of inspections or investigations conducted by other regional personnel to determine appropriateness of actions taken. Determines need for and requests personnel to conduct special field inspections of sources identified as potential violators of permit conditions or other applicable laws and regulations. Confers with regional attorneys on the most complex enforcement actions, providing technical data for inclusion in administering orders or consent decrees. Serves as a technical authority in the development and prosecution of enforcement cases. Develops technical/legal portions of legal documents. Provides authoritative guidance, support, and oversight of enforcement and compliance activities undertaken by state, local and/or tribal governments. Participates in and/or provides administrative policy advice in settlement negotiations to assure appropriate settlements.

Regulation Review/Implementation. Reviews and implements environmental technical standards, guidelines, policies, and formal regulations. As a technical authority, provides principal support for completion of the regional regulatory implementation process in a program area, including conduct of public meetings and response to comments from those hearings and other public reviews. Prepares needed documentation, including draft Federal Register notices. Identifies work priorities and schedules.

2. Specific Duty Statements.

Direct Implementation. Incumbent implements the PWSS program on Indian Lands to ensure compliance with drinking water regulations and protection of public health. Incumbent serves as the Tribal PWSS Engineer for Tribes. Incumbent performs sanitary surveys, assesses compliance with federal requirements, evaluates options for addressing instances of noncompliance, and provides training and technical assistance to ensure the protection of public health. Incumbent solicits, develops and facilitates tribal grant proposals and administers project grants to enhance proper water system operation and maintenance.

Incumbent works with a team to implement the Tribal Set-Aside Infrastructure Grant Program and manages Set-Aside Grants for the construction of new and/or improvement of existing public water systems.

Serves as a project officer for the oversight and management of tribal drinking water infrastructure projects. Responsibilities include the review, analysis and approval of plans and federal funding for the construction or modification of drinking water systems. Advises management on the resolution of programmatic and policy issues requiring sound technical judgment. Provides analysis of institutional issues impacting implementation.

Incumbent serves as a technical resource for the public, the industry, tribal and state government, system operators, and others on matters related to drinking water standards, monitoring, treatment, distribution, conservation, and public health protection.

II. FACTOR EVALUATION STATEMENT (FES) FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION. Level 1-8, 1550 points

a. Technical Skills. Mastery of the principles, practices, and theories of public water supply systems and treatment, waste water distribution and treatment, and source water protection. Ability

to apply engineering and/or physical science (i.e. chemistry, physics, hydrology, etc.) principles to resolve mechanical and/or operation deficiencies, and to make recommendations or decisions positively affecting the development of major policies or programs addressing critical technical and policy issues. Ability to assess compliance, through inspection, sampling, review of chemical data, interpretation of data, and field observation. Capability to assess degree of risk posed by contamination incidents and respond in an appropriate and timely manner.

b. **Administrative/Legal Skills.** Mastery of all applicable federal law, policy, and guidelines. Knowledge of federal and state programs relevant to addressing drinking water and ground water protection objectives. Understanding of the legal, political and cultural aspects of tribal sovereignty.

c. **Communication Skills.** Understanding of public health issues related to consumption of water, including a working knowledge of toxicology, risk assessment, and risk communication. Sensitivity to cultural and political issues inherent with federal-tribal relations. Ability to educate the public on a variety of public health and compliance issues in a manner that encourages action without aggravating fear.

2. SUPERVISORY CONTROLS, Level 2-4, 450 points

The employee works under minimal supervision, with assignments given in terms of the general area of emphasis, overall goals and resources available. The employee and supervisor, in consultation, develop general objectives, projects, work to be done and deadlines. The employee, having acquired expertise in a specialty area, is responsible for planning and executing assignments, selecting appropriate techniques and methodology and determining approach to be taken. The employee is expected to resolve most of the conflicts that arise and coordinate work with others as necessary. The employee interprets and applies program policy and engineering principals and keeps supervisor informed of progress, potentially controversial problems of concern, or matters having far-reaching implications. Completed work is reviewed for general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

3. GUIDELINES, Level 3-4, 450 points

Guidelines are generally broad and nonspecific. Employee is required to use resourcefulness and perception, based on experienced judgment, to deviate from or extend traditional practices, methods and techniques; to adapt general guidance; or, to resolve situations where precedents are not available or applicable.

4. COMPLEXITY, Level 4-5, 325 points

Assignments include a broad range of duties involving substantial depth and breadth, numerous interrelationships, many complex features or variables, and often new theories or methodologies; involve synthesizing national goals, objectives and priorities into regional applications; or, involve developing material to supplement and interpret Headquarters guidelines. The work requires originating new techniques, establishing criteria or developing new information.

5. SCOPE AND EFFECT, Level 5-5, 325 points

The purpose of the work is to serve as a technical authority and provide the guidance and leadership to develop essentially new or significantly improved techniques in order to devise solutions to problems that may involve delicate coordination or negotiation of major consequence. Efforts affect policy or other decisions, the work of other technical authorities or major aspects of EPA programs.

6. PERSONAL CONTACTS, Level 6-3, 60 points

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, at the state and local government level, in private industry, environmental advocacy groups, academia, and in some cases the media and elected officials.

7. PURPOSE OF CONTACTS, Level 7-3, 120 points

Contacts are for purposes of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences and resolving problem areas or controversial issues.

8. PHYSICAL DEMANDS, Level 8-1, 5 points

The work is generally sedentary in nature, but requires some field activity such as climbing storage tank ladders and lifting spring box/storage tank access covers.

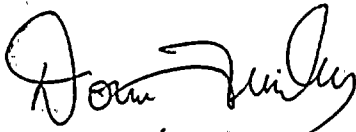
9. WORK ENVIRONMENT, Level 9-1, 5 points

Work is generally performed in an office environment with some travel to attend meetings, symposia or conferences. Some field visits may also be necessary.

Total Points = 3290

Point Range = 3155 - 3600

Grade = GS-13


5/13/04

U.S. Department of Justice
Immigration and Naturalization Service

OMB No. 1115-0136
Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE.** It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins

Print Name: Last LEE	First BESSIE	Middle Initial --	Maiden Name N/A
Address (Street Name and Number) 60 KAILUA WAY		Apt. # P.O. BOX 278	Date of Birth (month/day/year) 09/25/1953
City DILLON BEACH	State CALIFORNIA	Zip Code 94929	Social Security # 571-86-3745

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.


I attest, under penalty of perjury, that I am (check one of the following):
☒ A citizen or national of the United States
☐ A Lawful Permanent Resident (Alien # **A**)
☐ An alien authorized to work until **___/___/___**
(Alien # or Admission # **___**)

Employee's Signature **Bessie Lee** Date (month/day/year) **07/01/2002**

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C as listed on the reverse of this form and record the title, number and expiration date, if any, of the document(s)

List A	OR	List B	AND	List C
Document title: _____		CA DL# E0140942		571-86-3745
Issuing authority: _____		_____		Form DA-702
Document #: _____		_____		_____
Expiration Date (if any): ___/___/___		9/25/02		___/___/___
Document #: _____		_____		_____
Expiration Date (if any): ___/___/___		_____		_____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) **___/___/___** and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment).

Signature of Employer or Authorized Representative [Signature]	Print Name Deborah Kincaid	Title Human Res. Assist
Business or Organization Name EPA R9 SF CA	Address (Street Name and Number, City, State, Zip Code)	Date (month/day/year) 7/1/2002

Section 3. Updating and Reverification. To be completed and signed by employer

A. New Name (if applicable)	B. Date of rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.	
Document Title: _____	Document #: _____
Expiration Date (if any): ___/___/___	

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
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LISTS OF ACCEPTABLE DOCUMENTS

LIST A

Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (*INS Form N-560 or N-561*)
3. Certificate of Naturalization (*INS Form N-550 or N-570*)
4. Unexpired foreign passport, with *I-551 stamp* or attached *INS Form I-94* indicating unexpired employment authorization
5. Alien Registration Receipt Card with photograph (*INS Form I-151 or I-551*)
6. Unexpired Temporary Resident Card (*INS Form I-688*)
7. Unexpired Employment Authorization Card (*INS Form I-688A*)
8. Unexpired Reentry Permit (*INS Form I-327*)
9. Unexpired Refugee Travel Document (*INS Form I-571*)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (*INS Form I-688B*)

OR

LIST B

Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
 2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
 3. School ID card with a photograph
 4. Voter's registration card
 5. U.S. Military card or draft record
 6. Military dependent's ID card
 7. U.S. Coast Guard Merchant Mariner Card
 8. Native American tribal document
 9. Driver's license issued by a Canadian government authority
- For persons under age 18 who are unable to present a document listed above:**
10. School record or report card
 11. Clinic, doctor, or hospital record
 12. Day-care or nursery school record

AND

LIST C

Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*)
2. Certification of Birth-Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (*INS Form I-197*)
6. ID Card for use of Resident Citizen in the United States (*INS Form I-179*)
7. Unexpired employment authorization document issued by the INS (*other than those listed under List A*)

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)